

1310.01 Information Processing Report

Issued Date: October 5, 2001

SUBJECT: Information Processing Report

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide the procedures for the classification and reporting of all information processing expenditures and the sources of funding to the Department of Information Technology, Financial Services Division

CONTACT AGENCY: Department of Information Technology (DIT)
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SUMMARY: Each State Department which has expenditures for information processing, and/or data communication services, and/or end-user computing equipment must prepare and submit DIT-900 (Rev. 10-85) to the Department of Information Technology (DIT), Financial Services Division. The form shall be due to Financial Services no later than 120 calendar days after the end of each fiscal year. The report consists of 3 classes of information: expenditures, appropriated funding, and non-appropriated funding.

APPLICABLE FORMS: DIT-900 (Rev. 10-85).

PROCEDURES:

Agency:

- Prepares DIT-900 form (See Exhibit 1 below).
- Reports expenditures (lines 1 through 11), appropriated funding (lines 13 through 19), non-appropriated funding (lines 20 through lines 25).
- Submits report to DIT Financial Services no later than 120 calendar days after the end of the fiscal year.

 Department

| | | | |
|-----|---------------------------------------------|--|--|
| 1. | Expenditures: | | |
| 2. | IP State Personnel Costs | | |
| 3. | IP Contractual Services | | |
| 4. | Total Personnel Costs 2+3 | | |
| 5. | IP Consulting Services | | |
| 6. | IP Software. - All Costs | | |
| 7. | IP Equip. & Operating Software. - All Costs | | |
| 8. | Payments to Other State Agencies | | |
| 9. | All Other Expenditures | | |
| 10. | | | |
| 11. | Total Expenditures 4+5+6+7+8+9+10 | | |
| 12. | | | |
| 13. | Appropriated Funding - Current Year: | | |
| 14. | Federal Funds | | |
| 15. | Restricted Funds | | |
| 16. | General Funds | | |
| 17. | Billing to Users | | |
| 18. | Intra-department Transfers | | |
| 19. | Total Appropriated Funding 14+15+16+17+18 | | |
| 20. | Non-appropriated Funding - This Fiscal Year | | |
| 21. | Carry Overs from Prior Year(s) | | |
| 22. | Encumbered from Prior Year | | |
| 23. | Billing to Users | | |
| 24. | Total Non-appropriated Funding 21+22+23 | | |
| 25. | Total Funding 19+24 | | |
| 26. | Explanatory Notes: | | |
| 27. | | | |
| 28. | | | |
| 29. | | | |
| 30. | | | |

NOTE: Report all figures in whole dollars only

Procedure 1310.01

Procedure Update 04/14/06

Exhibit 2

Instructions for Completing DMB-900

Each department may use Michigan Administrative Information Network (MAIN) to automatically accumulate data for entry into this report. Departments that choose to use MAIN system would establish their systems from one of the following possibilities:

1. Agency Object codes available for assigned use by the departments.
2. Index codes assignments can be used.
3. Program Cost Accounts assignments can be used.

Departments choosing to use MAIN should coordinate their coding convention(s) with DIT Financial Services

The following comments apply to the corresponding line numbers on the report form (DIT-900).

1. Leave this line blank.
2. IP State personnel costs: Includes salaries and wages, longevity, insurance, retirement, unemployment compensation, and FICA costs. This includes agency object codes 3000 through 4800.
3. IP contractual services: Includes all costs incurred for contractual services except consulting services. Found principally in agency object codes mapped to comptroller code 6130 – Purchase Auto Data Processing Services.
4. Total personnel costs: The total of lines 2 and 3.
5. IP consulting services: Includes all costs incurred for consulting services. Found principally in agency object codes mapped to comptroller code 6130 - Purchase Auto Data Processing Services.
6. IP software – All costs: Includes all costs incurred for EUC and ADP software, installation, and training. Found principally in agency object code mapped to comptroller code 6235 - Data Processing Software and Supplies.
7. IP Equipment and Operating Software – Capital Purchase: Includes all costs incurred for data processing hardware (lease and lease-purchase), maintenance, freight, communications, vendor support, site modifications, installation, training and other. Found principally in agency object codes mapped to the following comptroller codes:

6520 – Data Processing Equipment – Capital Purchase
6525 – Data Processing Equipment – Non capital purchase
6530 - Data Processing Equipment – Rental/Lease Payments
6715 – Capital Lease Payments – Principal
8. Payments to other State agencies: Includes all costs incurred for data processing equipment and/or services acquired from another State department.
9. All other expenditures: Includes all other costs incurred that were not included on lines 2, 3, 4, 6, 7, or 8 and all communication carrier costs (lines or equivalent) principally found in agency object codes mapped to comptroller code 6100 - Telecommunications.
10. Leave this line blank.

11. Total expenditures: The total of lines 4, 5, 6, 7, 8 and 9.
12. Leave this line blank.
13. Leave this line blank.
14. Federal funds: Reflects the amount of Federal Funding that was appropriated and earned.
15. Restricted funds: Reflects the amount of Restricted Funding that was appropriated and earned.
16. General fund/general purpose: Reflects the amount of General Funding that was appropriated and used.
17. Charges to users for services rendered: Reflects the amount of IP related User Service Charges contained in an agency's appropriation for services rendered to another agency.
18. Intra-department transfers: Reflects approved intra-department transfers relating to information processing.
19. Total appropriated funding: Total of lines 14, 15, 16, 17 and 18.
20. Leave this line blank.
21. Carry over from prior year(s): Reflects funds carried over from the prior year(s) except for encumbered balances brought forward.
22. Encumbered from prior year: Reflects the amount encumbered in the prior fiscal year and expended in the fiscal year being reported.
23. Billing to users: Reflects the amount of billing to user agencies that exceeds the amount appropriated for the fiscal year being reported. Any "wind fall" income is to be included in this line.
24. Total non-appropriated funding: The total of lines 21, 22, and 23.
25. Total funding: The total of lines 19 and 24.

Lines 26 through 30 may be used as needed for explanatory notes, if necessary.
